Exhibitor Information Manual

Walter E. Washington Convention Center
146 Concourse
801 Mt Vernon Pl NW
Washington, DC 20001

Proudly Presented by:
Access Intelligence, LLC

Sponsor Information Contact: Liz Johnson
Phone: 301-354-1507
Fax: 301-340-7136
Email: LJohnson@accessintel.com

GENERAL INFORMATION

Event Website:	www.HPSSummit.com
Conference Venue:	Walter E. Washington Convention Center 146 Concourse 801 Mt Vernon Pl NW, Washington, DC 20001 www.dcconvention.com
Room:	The table top exhibits will be taking place in Room 146AB.
Sponsor Table Info:	Each Sponsor is provided (1) 6' x 30" skirted table, (1) ID card, and (2) chairs.
Set-Up Hours:	Thursday, October 8, 2015 6:30 a.m. – 8:00 a.m. * Table-tops must be set up and ready by 8:00 a.m. ** If special requests for move in need to be accommodated, please contact Liz Johnson at ljohnson@accessintel.com.
Key Networking Hours:	8:00 a.m. – 8:45 a.m. Continental Breakfast 10:30 a.m. – 11:00 a.m. Networking Refreshment Break 2:45 p.m. – 3:15 p.m. Networking Refreshment Break 5:30 p.m. – 7:00 p.m. VIP Closing Reception (Separate location)
Move Out:	Sponsors are responsible for post-show collection of materials. Any materials left behind will be disposed of at the conclusion of the event.
Show Management:	Access Intelligence 4 Choke Cherry Rd, 2nd Floor, Rockville, MD 20850 Phone: (301) 354- 1507 Business Hours: 9:00 a.m. – 5:30 p.m. EST
Registration:	Each Exhibiting Company receives a specified number of complimentary registrations to the Hosted Payload and Smallsat Summit, based on selected package. Additional passes can be purchased at a discounted rate (also see page 7 for Registration Form). Your registration instructions will be emailed to you separately. If you would like your registration information re-sent, please contact Dave Bentley at DBentley@accessintel.com.
Shipping Address:	Capital Business Center 801 Mount Vernon Place, NW Washington, DC 20001 c/o [Name of on-site recipient] [Organization Name]/Hosted Payload and Smallsat Summit [On-site contact phone number]

SHOW MANAGEMENT CONTACT INFORMATION

Topic	Who to Contact
Operations	**Liz Johnson** Operations Coordinator LJohnson@accessintel.com 301.354.1507
Registration	**Dave Bentley** Marketing Director DBentley@accessintel.com 301.354.1785
Sales/Sponsorships	**Michael Cassinelli** Executive Sales Manager MCassinelli@accessintel.com 301.354.1691

HOTEL ACCOMMODATIONS

Renaissance Washington, DC Downtown Hotel
999 Ninth Street NW
Washington DC 20001
Phone: (202) 898-9000

Reserve early to ensure a room and mention Hosted Payload and Smallsat Summit 2015 to get your special discount rate of $349 plus taxes.
To make a reservation online: Click Here.

Room Block Deadline:
September 16, 2015

For more Travel Information, including Airline Discounts, Parking and Metro Information, click here.

Social Media

The more you talk about your participation at the conference, the more successful the event will be. We encourage all exhibitors to participate in at least one attendee outreach opportunity designed to promote the conference and generate buzz for the program. "Like" Hosted Payload and Smallsat Summit on Facebook, join the discussions in the LinkedIn group, and connect with us on Twitter by following and tweeting us.

Facebook: https://www.facebook.com/SATELLITEShow

LinkedIn: https://www.linkedin.com/groups/SATELLITE-Conference-Exhibition-926067/about

Twitter: https://twitter.com/satellitedc
The official hash tag for this year's event is: #HPSS

EXHIBITOR LISTING

If you have not done so already, please submit the following information to ljohnson@accessintel.com to be included on the event website and onsite show materials. If you would like to view your listing, please visit the Sponsors & Partners page.

- Company logo in Vector format (either EPS or AI file)
- Company contact info (address, phone number, email, and any other contact information you would like made available to Summit attendees)
- Company Description (100-words or less)

*Any submissions or edits to your Exhibitor listing must be sent by Friday, September 18, 2015 to ljohnson@accessintel.com to be included in the onsite Program Guide.

SHIPPING EXHIBITOR MATERIALS

Exhibitor materials can be shipped to:

Capital Business Center
801 Mount Vernon Place, NW
Washington, DC 20001
c/o [Name of on-site recipient]
[Organization Name]/Hosted Payload and Smallsat Summit
[On-site contact phone number]

- **Shipping Do's**
  DO make sure your packages are labeled correctly
  DO bring the tracking information with you in case a problem comes up
  DO plan accordingly and allow plenty of time for your shipment to arrive

- **Shipping DON'TS**
  DON'T forget to properly label all packages with the address and information listed above.
  DON'T leave old labels or barcodes on reused boxes.
  DON'T if at all possible wait until the last minute to ship your booth materials. The more last minute things there are the more opportunity for something to go wrong.

- Shipping prices can be found on page 22.

Receiving Fees for Walter E. Washington:

1-8 boxes	$25 per box
9 or more boxes	$20 per box

- To complete you shipping order, fill out the Credit Card Authorization form and fax to (202) 289-0299.

- Any packages arriving at the Business Center before Tuesday, October 6th will be subject to a $10.00 daily storage fee per box.

- Once you ship your materials, send Tracking Numbers to LJohnson@accessintel.com.

HOSTED PAYLOAD AND SMALLSAT 2015 SPONSOR & EXHIBITOR RULES AND REGULATIONS

Hosted Payload and Smallsat 2015 • October 8, 2015 • Washington, DC
Hosted Payload and Smallsat 2015 is produced and presented by Access Intelligence.
Access Intelligence and the presenting association are hereinafter referred to as "Show Management."

TERMS AND CONDITIONS

1. Contract for Space: The contract for space, the formal notification of space assignment and full payment of fees together constitute a contract between the exhibiting organization, hereinafter known as the Exhibitor, and Access Intelligence, hereinafter known as Show Management, for the right to use space for the Show. The contract is based upon the plan of exhibit rates shown thereon and general information contained in the exposition prospectus and sales kit, all of which are to be considered along with details on all pages of this form as part of the contract. All measurements shown on the floor plan are approximate and Show Management reserves the right to make such modifications as may be deemed to be necessary, making equitable adjustment with any exhibitor or exhibitors thereby affected. Show Management also reserves the right to adjust the floor plan to meet the needs of the exposition.

2. Minors and Children: Persons under 18 years of age will not be permitted in the conference area.

3. Sharing/Subletting Space: No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, or have representatives, equipment, or materials from other than their own firm in the said space. Show Management policy prohibits subcontracting of exhibit space. Should an exhibitor decide to cancel, exhibit space reverts back to Show Management.

4. Contractors Services: Exhibition services of shipping, electric, and internet will be provided by Walter E. Washington Convention Center and affiliated providers. Order forms can be found within this manual. Forms should be carefully prepared and returned by the deadlines noted to avoid late charges. Independent Contractors: Notification to use an independent contractor to install/dismantle exhibits must be received forty-five (45) days prior to the first day of the show. If an exhibitor elects to use any contractor other than the official contractors designated by show management, show management is not in a position to intercede in disputes on behalf of the exhibitor. See rules in Exhibitor Service Manual for other requirements. Notification to use independent contractor(s) must go to both show management and the Official Exhibit Services Contractor.

5. Character of Literature Tables: It is the desire of Show Management that each sponsor design and create a table-top display of an attractive nature which will enhance the overall appearance of the conference and be a credit to the industry. Table-top Displays must be in good taste as determined by Show Management. It is the Sponsor's responsibility to create an attractive display area. Show Management reserves the unilateral right to correct any unsightly literature table and the Sponsor agrees to pay Show Management for expenses incurred in making the necessary alterations.

6. Gadgets, Gimmicks, Demonstrations, Music and Sound: Side show tactics, scantily clad individuals or other undignified promotional methods will not be permitted. Sponsors are asked to observe the "good neighbor" policy at all times. Table-top Displays should be conducted in a manner not to be objectionable or offensive to neighboring tables. The use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise-making devices are not permitted. Show Management reserves the right to determine when such items become objectionable. Balloons, horns, and odors are not permitted. Give-away, demonstrations and/or entertaining the attendees at Table-top Displays is permitted, so long as neighboring tables are not blocked. The operation of equipment indoors will not be permitted on a continuous basis. Operation of equipment may be approved for demonstration purposes for short periods (approximately one to five minutes), provided Show Management is notified in writing (30) days prior to the first day of the show. Exhibitors may take photos or videos of their table, however, they are not permitted to directly take pictures of any other display, or instruct others to take such pictures, without written permission by Show Management and the exhibitor whose display is being photographed. Sponsors must respect the privacy of other sponsors and not intrude or disrupt another sponsor while they are conducting business.

7. Other Exhibits: The Sponsor agrees that not they, their agents nor their distributors will distribute publications or conduct any other display or exhibit any equipment bearing their trademark within a three mile radius of the exposition covered by this contract or its officially designated hotel properties during the dates of said exposition. This limitation does not apply to participation in other trade association exhibitions which may coincidentally be ongoing in the same city, or to exhibitor's regular place of business or show room. Violation of this provision by a Sponsor will constitute a breach of the contract and Show Management may, in its sole discretion, cancel this contract and sponsor will remove their display and any equipment contained in the Sponsor Foyer and forfeit all payments to Access Intelligence pursuant to this contract.

8. Soliciting – Access to Lists, Samples & Prizes: No exhibiting firm, organization or trade publication, regardless of its product or service, is permitted to sell product off the show floor. No exhibiting firm, organization or trade publication, regardless of its product or service, is permitted to engage in direct selling in the Sponsor Foyer area. No soliciting of registrants shall be permitted. Samples, catalogues, pamphlets, publications, souvenirs, etc., may be distributed by exhibitors and their representatives (including hosts and hostesses) only at their own table. No sponsor will be permitted to conduct any prize drawings, awards for signing of names and addresses, etc., without prior written approval of Show Management. Signs showing the price of it must not be displayed. Access Intelligence reserves the right to limit access to attendee, sponsor and any other list or information gathered by Access Intelligence, or its contractors. Sponsors that publish industry publications may distribute their publications outside their booths only to the other sponsors and only during show hours. Show sponsors that produce industry publications may distribute their publications to other sponsors at times designated by show management.

9. Flammable Materials: Flammable fluids, substances, or material of any nature are prohibited in the Sponsor Table Foyer and in the storage area behind the table. All decorative materials must be flame proofed before being taken into the Foyer, and must comply with local fire regulations. Transferring of flammable liquids while in the Sponsor Foyer is expressly prohibited. There will be no electrical equipment and wiring permitted.

10. Beverages and Foods: Food and/or beverages may be supplied by the exhibitor, with the prior written consent of Show Management and the Facility. Alcoholic beverages may not be served in the Sponsor Foyer. Note: Corkage fees to the Facility may be required.

11. Liability: Show Management will not be responsible for the safety or property of exhibitors from theft, strikes, damage by fire, water, storm or vandalism or other causes. Show Management will take reasonable precautions with the Hotel to protect Sponsor Tables from such loss. All property of the Sponsor is understood to remain in the sponsor's custody and control in transit to or from or within the confines of the Sponsor Foyer and subject to the rules and regulations for the conference. Note: Sponsors are advised to carry insurance to cover sponsor materials if the feel necessary against damage and loss and public liability insurance against injury to the person and property of others. Sponsor must comply with all federal, state, local and exposition facilities' safety regulations. Exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure to distribute the placement of his exhibit material to conform with the floor loading specifications. Indemnity: Exhibitor agrees to indemnify, defend, and hold harmless Show Management, its officers, employees, and agents from and against any and all third party claims and other liabilities (including reasonable attorney's fees) that are caused by, arise from, or grow out of the negligent acts or omissions of the Sponsor, its agents, officers, employees, representatives, servants, invitees, patrons, or guests. The sponsor is charged with knowledge of all local laws, ordinances and regulations pertaining to business licenses, health, fire prevention and public safety affecting his participation in the conference. Compliance with such laws is mandatory for all sponsors and is the sole responsibility of the sponsor. If unusual equipment is to be installed, the exhibitor must communicate with Show Management for information concerning the facility or applicable regulations. Show Management will not be liable for the fulfillment of this contract as to the delivery of space if non-delivery is due to any of the following causes: By reason of the building being destroyed or substantially damaged by fire; act of God; public enemy; strikes; authority of law; or any other cause beyond the control of Show Management. In the event of not being able to hold the exposition for any of these reasons, Show Management will refund to each Sponsor the amount they paid for their space less a prorated share of all the expenses incurred for the exposition up to the date of required cancellation.

12. Damage: Sponsors will be liable for any damage caused by fastening fixtures to the floors, walls, columns or ceilings of the hotel and for any damage to equipment furnished by Show Management or service suppliers designated by them.

13. Violation: The interpretation and application of these rules and regulations are the responsibility of Show Management. Any violation by the sponsor of any of the terms or conditions herein shall subject exhibitor to cancellation of its contract to occupy booth space and to forfeiture of any monies paid on account thereof. Upon written notice of such cancellation, Show Management shall have the right to take possession of the sponsor's space, remove all persons and properties of the exhibitor and hold the sponsor accountable for all risks and expenses incurred in such removal.

14. Social Functions/Special Events: Any social function or special event during the Show in the host city is reserved for sponsoring companies and must be approved by Show Management.

15. Show Rules: In the event that unforeseen events make it necessary, Show Management will have the right to amend these rules and regulations or make additions thereto, and all such amendments or additions shall be made known promptly to each exhibitor. Show rules are promulgated separately and are tailored to the individual exhibit hall.

16. Good Standing with Sponsor Publications: If exhibitor is also an advertiser with Access Intelligence, the presenting publication of the show, their advertising account balance must be current or within 30 days of billing date to retain their space.

ACCESS INTELLIGENCE, LLC TERMS AND CONDITIONS

1. Cancellation by Sponsor:
(a) After acceptance by Access Intelligence, LLC, Sponsor may cancel or reduce the scope of this Agreement only with the specific written consent of Access Intelligence, LLC. Any requests for cancellations or other modifications of this Agreement, including reductions in sponsor's sponsorships, must be submitted to Access Intelligence, LLC in writing and will be granted or denied in the sole discretion of Access Intelligence, LLC.
(b) If Access Intelligence, LLC accepts any cancellation or modification of this Agreement, the sponsor shall be subject to the following cancellation fees, which shall be deemed to be liquidated damages and not a penalty:

- 50% of the specified fee if the cancellation notice is received and accepted by Access Intelligence, LLC more than 30 days prior to Hosted Payload and Smallsat Summit programs.
- 100% of the specified fee if the cancellation notice is received and accepted by Access Intelligence, LLC 30 days or less prior to Hosted Payload Summit programs.
- For modifications that constitute less than a complete cancellation, the amount of liquidated damages will be determined by Access Intelligence, LLC, based on a reasonable pro-ration of the foregoing.

(c) Subsequent replacement of the sponsorship cancelled by the sponsor does not relieve sponsor of the obligation to pay the cancellation fee.

(d) If the cancellation fee due to Access Intelligence, LLC exceeds the amount previously paid by the sponsor for the sponsorship, the sponsor must pay the balance to Access Intelligence, LLC within 30 days of Access Intelligence, LLC's acceptance of the written cancellation/modification request. If the cancellation fee due to Access Intelligence, LLC is less than the amount previously paid by the sponsor, Access Intelligence, LLC will refund the excess to the sponsor 30 days following the event.

2. Approvals and Delivery:
All materials that are supplied by the sponsor are subject to approval by Access Intelligence, LLC. To provide for such approval, all such materials must be submitted by the sponsor to Access Intelligence, LLC no less than 45 days prior to the Hosted Payload and Smallsat Summit programs.

If sponsor is supplying logos and other materials for Access Intelligence, LLC's production, such goods must be received by Access Intelligence, LLC or it's designated contractor at the predetermined and agreed date, which is to be no less than 30 days prior the Hosted Payload and Smallsat Summit programs. Delays caused by the failure of the sponsor to provide required materials may cause the omission of the logos or the materials specified in the appropriate sponsorship.

If sponsor is supplying the finished product, such goods must be received by Access Intelligence, LLC or its specified contractor no less than 14 days prior to the Hosted Payload and Smallsat Summit programs.

3. Indemnity:
Sponsor agrees to indemnify, defend and save harmless Access Intelligence, LLC, and its officers, employees and agents, from and against any and all liability for the content of sponsor's advertisements and/or sponsorships purchased hereunder (including text, illustrations, representations, sketches, maps trademarks, labels or other copyrighted mater) and for the unauthorized use of any trademarks or copyrighted materials or any person's name or photograph arising from the reproduction and display of the advertisements purchased hereunder.

4. Rules and Regulations:
Sponsor agrees to abide by all rules and regulations governing the event, which are promulgated by Access Intelligence, LLC and its management. If sponsor fails to comply with such rules, or with the terms of this Contract, Access Intelligence, LLC may, in its discretion, deny sponsor the right to proceed with its sponsorship and require sponsor to forfeit all fess theretofore paid under this Agreement.

5. Samples:
Sponsor agrees to hold Access Intelligence, LLC harmless should the final product differ from the sample shown and sponsor will not be entitled to any financial or other compensation.

6. Cancellation or Postponement of Show:
In the event that any unforeseen occurrence shall render the fulfillment of this Agreement impossible or inadvisable by Access Intelligence, LLC, this Agreement shall be amended or terminated as determined by Access Intelligence, LLC to be appropriate. Sponsor hereby waives any claim against Access Intelligence, LLC for damages or compensation in the event of such amendment or termination. As it determines to be appropriate, Access Intelligence, LLC may return a portion of the amount paid for sponsorship after deduction of any amounts necessary to cover expenses incurred in connection with the Hosted Payload and Smallsat Summit programs. Such expenses shall include, but not be limited to, all expenses incurred by Access Intelligence, LLC as a result of contracts with third parties for services or products incidental to the Hosted Payload and Smallsat Summit programs, including out of pocket expenses incidental to the Hosted Payload and Smallsat Summit programs, and all overhead expenses attributable to the production of the Hosted Payload and Smallsat Summit programs. Access Intelligence, LLC. shall not be financially liable in the event the Hosted Payload and Smallsat Summit programs are interrupted, canceled, moved, or dates changed.

7. Sponsor Default:
If Sponsor is in default of any obligation to Access Intelligence, LLC (including specifically failure to pay Access Intelligence, LLC within 30 days of invoice), Access Intelligence, LLC may terminate Sponsor's right under this contract to participate in the Hosted Payload and Smallsat Summit programs. If Access Intelligence, LLC elects to exercise such right of termination, it shall first give Sponsor written notice stating its intent to terminate and the action that Sponsor must take to avoid termination. If Sponsor fails to cure the default within 10 days of the date of notice from Access Intelligence, LLC, Sponsor shall have no further right to participate in the Hosted Payload and Smallsat Summit programs. Access Intelligence, LLC's liability to return any amounts paid by Sponsor under this contract will be limited as set forth in paragraph 6 above. Furthermore, Access Intelligence, LLC may retain any amount that would otherwise be returned to Sponsor and apply such retained amount to satisfy the liability to Access Intelligence, LLC for which Sponsor is in default.

8. MISCELLANEOUS:
(a) Waiver by either party of any term or condition or breach shall not constitute a waiver of any other term or condition or breach of this Agreement. The rights of any party shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of such party. (b) If any provision of this Agreement is held invalid or unenforceable, neither the remaining provisions of this Agreement nor other applications of the provisions involved shall be affected thereby. (c) This Agreement shall be interpreted under the laws of the State of Maryland. The parties agree that any dispute arising under this Agreement will be submitted to the federal or state courts of the State of Maryland. (d) This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and specifically supersedes all prior agreements or commitments, whether in writing or oral. No amendment or modification to this Agreement shall be valid and binding on the parties unless set forth in writing and signed by both parties.

HOSTED PAYLOAD and SMALLSAT SUMMIT

REGISTRATION FORM

OCTOBER 8, 2015
Grand Hyatt Washington
Washington, D.C.

VIP CODE: THANKYOU

FOUR EASY WAYS TO REGISTER

Online: www.HPSSummit.com

Phone (9:00 a.m. – 5:00 p.m. ET): +1-301-354-1785

Fax: +1-301-354-7136

Mail: Hosted Payload and Smallsat Summit 2015
P.O. Box 9187
Gaithersburg, MD 20898-9187

REGISTRANT INFORMATION

PLEASE PRINT OR TYPE. Photocopy form for additional registrants.

Name _____

Title _____

Company/Organization _____

Address _____

City _____

State _____ Zip _____ Country _____

Phone _____ Fax _____

E-mail _____
(Required to receive registration confirmation)

❑ Check here if you have any disabilities that may require special services and attach explanation of your requirement.

YOUR PROFILE

A. Please indicate your company or organization's primary business: (select one)

❑ Broadband Services
❑ Broadcast and Cable
❑ Business/Information Services
❑ Enterprise (Corporate/Commercial/ Industrial)
❑ Military or Government Agency/ Organization
❑ GS Level _____
❑ Technical Services (Engineer/Design)
❑ Research/Scientific
❑ Satellite Operator/Manufacturer
❑ System Integrator
❑ Satellite Service Provider
❑ Other_____

B. What best describes your job title? (select one)

❑ President
❑ CEO
❑ Owner
❑ Vice President
❑ General Manager
❑ Director General
❑ CFO
❑ Engineering Management
❑ Operations Management
❑ Purchasing Management
❑ Communications Management
❑ Network Management
❑ Other (Specify)_____

C. Which one of the following best describes your involvement in the decision to purchase a product/service? (select one)

❑ Recommend/Provide User Input
❑ Specify
❑ Evaluate
❑ Final Decision Making Authority

D: What is your annual budget? (select one)

❑ Less than $100,000
❑ $100,000 - $1,000,000
❑ $1,000,001 - $3,000,000
❑ $3,000,001 - $15,000,000
❑ $15,000,001 - $25,000,000
❑ More than $25,000,000

CANCELLATION POLICY

Cancellations must be made in writing by August 7, 2015 to receive a refund, minus a $199 cancellation processing fee. Registrants who do not cancel prior to August 7, 2015 will be liable for the full registration fee. Non-payment or non-attendance does not constitute cancellation. If for any reason, Access Intelligence decides to cancel or postpone this Summit, Access Intelligence is not responsible for covering airfare and other travel costs incurred by clients. All refund requests are processed after the event. Refunds due to registrant error will be subject to a $100 processing fee. Substitutions may be made at any time for confirmed registrants. Notice of substitution must be made in writing and sent to: dbentley@accessintel.com.

REGISTRATION FEES

US DOLLARS

	FIRST 100 SEATS	SEATS 101-250	SEATS 251+
ALL ACCESS PASS — Includes: All Summit Sessions on Wednesday, October 15, 2014, Keynote Luncheon, Continental Breakfast, Colleague Connections Networking Breaks, Evening Reception			
❑ All Access Summit Pass	~~$429~~ $335	~~$569~~ $335	~~$669~~ $335
❑ All Access Summit Pass: Military/Govt	$229	$229	$229

BRING YOUR TEAM!

Each additional registrant will receive 10% off their pass when at least two or more people register from the same company.

2nd Name _____

3rd Name _____

TUTORIAL BREAKFAST TICKET:

Includes admission to this extensive tutorial with continental breakfast.

❑ Summit Attendee $75

❑ Summit Attendee: Military/Govt $50

AMOUNT DUE Registration $_____
Tutorial Ticket +$_____
Total =$_____

METHOD OF PAYMENT:

❑ Check: #_____ is enclosed.
Please make check payable in USD to Access Intelligence/Hosted Payload and Smallsat Summit

❑ Credit Card: Visa ❑ MasterCard ❑ American Express ❑ Discover

Card Number _____

Expiration Date _____ CVV _____

Signature _____

Print Name on Card _____

❑ PO or Federal Government Voucher SF182 _____
(please attach PO or voucher)

❑ Wire Transfer – *Note: For all wire transfers, add $75 USD processing fee.*

Webster Bank, N.A.
436 Slater Rd., New Britain, CT 06053 USA
ABA: 211170101
Acct. #10747825
SWIFT Address: WENAUS31
Beneficiary: Access Intelligence, LLC
Ref: Hosted Payload and Smallsat Summit

RETURN PAYMENT AND FORM TO:

Hosted Payload and Smallsat Summit 2015 Registration
c/o Access Intelligence
P.O. Box 9187
Gaithersburg, MD 20898-9187
Phone: 301-354-1785 • Fax: 301-340-7136
email: dbentley@accessintel.com

WALTER E. WASHINGTON CONVENTION CENTER

ELECTRICAL SERVICE CONTRACT

HI·TECH ELECTRIC
24209 Clawiter Rd Hayward CA 94545
510-293-6151
510-293-6155 FAX
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088 **2014-2015****

Deadline Date for Incentive Rates:

Event Name:	**Event Dates:**
Company Name	Booth No.
Credit Card Billing Address (exact address for credit card)	
City / State / Zip — Phone	Country
Credit Card No — Exp Date	Check Number
VISA ☐ MC ☐ AMEX ☐	Cardholder Name as it appears on card (Please Print)

Authorized Contact Name (Please Print) — Phone	Authorized Contact Email

******* PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *******

ELECTRICAL OUTLETS / LIGHTING SERVICES

Power strips and extension cords available to rent onsite
24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

Description Of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
120 V Outlet - Maximum of One (1) connection per outlet							
5 Amp / 500 watts		99.00	120.00				
10 Amp /1000 watts		122.00	147.00				
20 Amp / 2000 watts		178.00	220.00				
208 V 1Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp-***Minimum for European Power***		328.00	402.00				
30 Amp		445.00	548.00				
40 Amp		562.00	693.00				
50 Amp		620.00	771.00				
60 Amp		809.00	993.00				
100 Amp		1004.00	1226.00				
208 V 3Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp		442.00	544.00				
30 Amp		642.00	774.00				
60 Amp		978.00	1,210.00				
100 Amp		1,773.00	2,137.00				
200 Amp		3,482.00	4,354.00				
400 Amp		5,731.00	7,163.00				

Transformer(s): Indicate which 208V outlet ordered in the 208V section (that requires a boost) by adding "Boost" next to the outlet name. Check European Power column in this section if you have European power

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V *Euro Transformer 208V-240V (Min 20 Amp/208/1ph)*		165.00	197.00		
European Transformer 480V -380V *(Min 60 amp 480V 3ph)*		393.00	653.00		
480V 3Ø Motor & Equipment Outlets					
30 Amp		661.00	791.00		
60 Amp		1,174.00	1,409.00		
Over 60 Amp 3Ø Outlet – Call for Estimate					
Description Of Service	**Qty**	**Incentive**	**Base**		
Overhead Quartz Lights: *Booth Package for All Booths in Halls ABC Only!* *Includes Power, Rigging, Labor & One Time Focus* *(One Time Focus labor must be scheduled on straight time)*					
25% of total price added if installed between 4:30 pm – 8:00 am Monday – Friday, Holidays & Weekends					
Hall DE booths must use separate Rigging Order Form to order Overhead Quartz Lights					
Package Price Per Each Overhead Quartz Light		728.00	936.00		
Overhead Quartz Lights: For booths that are supplying their own truss: Power, Rigging, Labor, Focus not included. Call for Quote					
Price per Each Overhead Quartz Light		359.00	438.00		
Additional Booth Lighting Services					
90 Watt ***On Stanchion Inline Booths Only***		99.00	120.00		
250 Watt Krypton ***On Stanchion - Inline Booths Only***		155.00	187.00		
Stem Lights ***Hard Wall Use Only***		99.00	120.00		
Track Lighting – (3) 75watt fixtures		215.00	226.00		
10 ft. spreader bar required					
See Terms and Conditions Section for Labor Rates					
				Subtotal of Charges	$
THIRD PARTY PAYMENT					
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.					

Labor Request Section:

Send PDF or DWG for all Island booths 30x30 or larger to: dcexhibitorservices@hi-techelectric.com

[ ] Floor Plan included with outlet locations/orientation	Installation Labor date:
[ ] Floor Plan to follow	Installation Time:
[ ] OK to proceed without exhibitor present	Size of Booth:
[ ] Do Not proceed until exhibitor is onsite	Type of Booth: Inline [ ] Island [ ] Peninsula [ ] Other [ ]
Scaled floor plan showing all outlet locations and booth orientation required	*****Indicate all 24 hr and dedicated outlets on floor plan**

TERMS AND CONDITIONS

Page 5 must be signed in order for electrical installation to be scheduled

ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

1. $ 95.00 per hour during Straight Time: 8am-4:30pm M-F
2. $181.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. Lift Rates: $164.00 per hour (one hour minimum) plus operator's time
4. The minimum charge per booth is one hour installation and ½ the total time for dismantle.

RIGGING LABOR

1. $98.00 per hour during Straight Time: 8am-4:30pm M-F
2. $188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. Lift Rates: $164.00 per hour (one hour minimum) plus operator's time
4. A four (4) hour minimum per man labor call applies.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

1. All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor.
2. All electrical outlets for Island booths will be dropped from one main drop location per the exhibitor's floor plan. Delays in installation can occur if no main drop location is provided.
3. All Island booths will be charged labor and materials which are determined by the diagram submitted.
4. All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
5. Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
6. All 208 volt outlets will require labor and materials.
7. All overhead services will require lift, labor, and materials.

- **24-hour power** and dedicated 20amp/120v circuits are **double** the listed price. Indicate total outlets on order form
- Electricity will be turned on within 30 minutes of show daily.
- **Payment**: Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing. An outstanding balance may preclude the Exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- **Unauthorized Power Usage**: Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- **Labor Rates**: All Labor Rates are subject to the current labor contract effective at time of performed labor.

HI-TECH ELECTRIC JURISDICTION

1. Only HTE equipment is allowed for electrical distribution.
2. Exhibitors are not permitted to bring their own distribution system.
3. HTE installs all motor and equipment hook-ups requiring hard wiring connections.
4. HTE performs all installations and/or repair of electrical fixtures.
5. HTE performs installations of all electrical motors and electrical apparatus to be energized.
6. HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The Exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to HTE distribution systems.
7. HTE provides labor for all overhead truss rigging and overhead booth lighting.
8. HTE performs all installations of electrical cords under any booth space flooring.
9. The exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric for any and all work related accidents.

RIGGING JURISDICTION

1. Rigging includes all motorized rigging-to-building structures.
2. All exhibit hall rigging must provide a floor plan for approval by HTE
3. All motors for rigging must be ordered through HTE.
4. All labor for rigging-to-building structures will be provided through HTE.
5. No other Contractor or Persons may attach motorized equipment for rigging to building. HTE is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
6. Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
7. A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT

- Special Equipment orders require 30 days notice prior to move-in.

HI-TECH ELECTRIC MATERIALS

- All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

FLOOR COVERINGS

- Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. HTE is not liable for any costs incurred by the Exhibitor for such cuts.

RAMPING UTILITY LINES

- All ramping of utility lines in booth are done on Straight Time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of $95.00 per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com

CANCELLATIONS

- *Prior to event:* Exhibitor will be charged 20% of services ordered.
- *At Show Site:* Exhibitor will be charged 50% of services ordered.
- *Once services are installed*: Exhibitor will be charged 100% of all services rendered.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

DELAYS

- In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

ON-SITE PAYMENTS / TIPPING

- All payments must be submitted only to a Customer Service Representative or HTE Management.
- Tipping or any gratuity or gift, is not permitted to be accepted by any HTE personnel.

INDEMNITY

- The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE's payment policies and terms of contract**.**

Print Name: Signature: Booth No:

Frequently Asked Questions for Ordering Electrical Services

Online Ordering is also available at www.hi-techelectric.com

Where Is My Power Located?
Inline and Peninsula Booth power is generally located along the back center curtain wall, unless you request the power to be distributed from this main location (drop) to other locations in the booth.

Island Booths will have the main drop installed at the location requested by you. This main drop must be indicated on a scaled floor plan. Neighboring aisles and booths should also be included on this floor plan. Should no floor plan be provided, the main drop will be installed in the booth at our discretion.

Note: For safety precautions, all Island Booth power will be turned off after the installation is completed and tested. Please come to the Electric Labor Desk when your carpet installation is completed to schedule your booth electric services to be energized.

What If I Need Power In One Or More Additional Locations?
Supply Hi-Tech Electric with a floor plan of your booth showing the exact outlet locations needed, and the amount of electricity designated at each one.

Feel free to download any of these scaled grids provided on the FAQs link at our website: www.hi-techelectric.com for your convenience: 10x10, 10x20, 10x30, 20x20, 20x30, 20x40

If a different size grid is needed, please let our Exhibitor Services Department know.

How Do I Determine How Much Power To Order?
Calculate your electrical needs by the amperage (amps) or wattage (watts) of each piece of equipment requiring power. This would include lighting. If multiple outlet locations are required, there is a maximum of one connection per outlet. Ex: If there are 5 separate locations, indicate how much wattage per outlet location.

Standard office equipment such as laptops, computer monitors, lead retrievals units, credit card machines, DVD players and TVs will be ordered from the first three line items under 120v outlet on the service order form.

How Do I Order 24 Hour Power?
Indicate the quantity of outlets in the column marked **24 Hr or Dedicated 20 amp**, and double the listed amount according to the advance or post-deadline date. Also indicate these in the booth diagram.

How Do Know If My Booth Requires Labor And Materials?

- Since all Island Booths stand alone, they require electricity to be brought to a main drop location from the closest power source in the exhibit hall. Therefore, a minimum one-hour (per technician) labor is charged for installation. Materials used to complete the installation are determined on site. If you require an estimate pre-show, contact our exhibitor services dept.
- Any booth or display that requires a dedicated outlet (minimum 20 amp) to be installed may also incur labor and material charges. Please call or email our exhibitor services department in our CA or DC office for more information.
- Any booth requesting multiple outlet locations (power distribution) will require labor with a minimum one hour (per technician) for installation. Materials used to complete the installation are determined on site.
- Any booth with a service order for a 208V motor and equipment outlet will require labor with a minimum one hour (per technician) to configure the connection. Materials used to complete the installation are determined on site.

- All overhead services will require labor : example: Overhead quartz lights from the ceiling, signage over 200 lbs, lit signage
- All re-distribution of services, added outlets, or any other onsite changes will require labor example: change of outlet location once installed
- Please complete the **Labor Request Section** of the service order form to schedule Labor.

What is Dismantle Labor?
Dismantle labor is charged for all booths with installation work orders. The fee is one half (1/2) of the total installation charges.

Where Do I Go For Assistance At Show-Site?
Hi-Tech Electric will have an Electrical Service Desk stationed with the other contractors at the general contractor Service Center.

How Can I Get An Invoice Of My Electrical Charges? A detailed invoice will be available upon request at the Electrical Service Desk at show-site. If a pre-event invoice is required, please contact our corporate office in Hayward, California.

Can I Bring My Own Extension Cords And Power Strips?
Any extension cords or power strips that are not provided by Hi-Tech Electric are subject to inspection, and may **not** be placed under any carpet or flooring. These items are also available to rent at show site. Our electrical service desk will provide them upon request.

Will my international equipment be compatible with USA power source connections?
Please call our Hayward California or Washington DC office for technical support.

How Do I Send A Wire Transfer Payment From Another Country?
Please E-mail your request for our banking information to: accounting@hi-techelectric.com

Do I Need A Floor Plan For Lighting?
All lights require a floor plan for placement and focusing.

How Is Payment Made To Hi-Tech Electric?
Full payment for all items ordered from the electrical or plumbing service order form is required 21 days prior to the event in order to process installation. Any additional charges will be added at show site.
Check, Visa, MasterCard, American Express and Wire Transfer payments are accepted.

- The correct credit card billing name and address must be on the service order form, complete with city, state, and zip code
- Purchase orders are not accepted as payment. Please call or E-mail our accounting department in Hayward, California. 510-293-6151 ext 223 accounting@hi-techelectric.com

What If Another Company Is Paying For My Electrical Services?
The exhibiting company acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

Need Assistance?

Email: dcexhibitorservices@hi-techelectric.com

PROJECTION

Event: _____

Dates: _____

events DC

Ph: 202-249-3700
Fax: 866-728-5938
wcc_exhibits@projection.com

Rates published are event prices for the duration of the event and qualify for the advance rate if ordered prior to 2 weeks before show start

Computers & Accessories	Qty.	*Advance Rate	Standard Rate	Total	
Laptop: DVD/CD-R, 15.4" Display, Norton Anti-Virus, WiFi, 10/100/1000 NIC, Mouse & Cable Lock WINDOWS 7 - MS Office 2010		$300	$375		
Desktop: DVD/CD-RW, Norton Anti-Virus, Gigabit Ethernet, Mouse & Keyboard (*display not included*) WINDOWS 7 - MS Office 2010		$200	$250		
Computer Speakers		$30	$40		
Wireless PC Remote Control		$25	$35		
Keyboard & Mouse Set		$50	$65		
Flat Panel Computer Displays	**Qty.**	***Advance Rate**	**Standard Rate**	**Total**	
19" LCD Resolution: 1280 X 1024 (4 x 3 Aspect Ratio) **Table Stand Only**		$150	$200		
21.5" LCD Resolution: 1920 X 1080 (16 x 9 Aspect Ratio) **Please Indicate Mount Preference: Table Top Stand ☐ Wall Mount ☐**		$250	$300		
24" LCD **Please Indicate Mount Preference: Table Top Stand ☐ Wall Mount ☐**		$250	$300		
Video Equipment	**Qty.**	***Advance Rate**	**Standard Rate**	**Total**	
DVD Player (with repeat - plays NTSC only)		$75	$95		
Code/Region Free DVD Player (with repeat - plays PAL/SECAM/NTSC)		$100	$150		
Blu-ray Player (with repeat)		$200	$250		
Flat Panel Video or Computer Displays	**Qty.**	***Advance Rate**	**Standard Rate**	**Total**	
32" HD (LCD Resolution: 1920 X 1080) **Sound Needed Yes / No** **Please Indicate: Table Top Stand ☐ Wall Mount ☐ Floor Stand ☐** **Please Indicate Display Usage Below: (i.e. Connecting a PC or Mac Laptop, Ipad, etc…)**		$400	$500		
42" HD (LCD Resolution: 1920 X 1080) **Sound Needed Yes / No** **Please Indicate: Table Top Stand ☐ Wall Mount ☐ Floor Stand ☐** **Please Indicate Display Usage Below: (i.e. Connecting a PC or Mac Laptop, Ipad, etc…)**		$600	$750		
52" HD (LCD Resolution: 1920 X 1080) **Sound Needed Yes / No** **Please Indicate: Table Top Stand ☐ Wall Mount ☐ Floor Stand ☐** **Please Indicate Display Usage Below: (i.e. Connecting a PC or Mac Laptop, Ipad, etc…)**		$750	$900		
60" Plasma (Resolution: 1365 X 768) **Sound Needed Yes / No** **Please Indicate: Table Top Stand ☐ Wall Mount ☐ Floor Stand ☐** **Please Indicate Display Usage Below: (i.e. Connecting a PC or Mac Laptop, Ipad, etc…)**		$1,500	$2,000		
Audio Equipment	**Qty.**	***Advance Rate**	**Standard Rate**	**Total**	
Wireless UHF Mic Kit **Please Indicate: Lavaliere ☐ Headset ☐ Handheld ☐**		$300	$375		
Small Booth Sound System Includes: 1 Speaker / 1 Floor Stand / Mixer / 1 Wired Handheld Microphone		$300	$375		
Large Booth Sound System Includes: 2 Speakers / 2 Floor Stands / Mixer / 1 Wired Handheld Microphone		$400	$500		
Miscellaneous Items	**Qty.**	***Advance Rate**	**Standard Rate**	**Total**	
Shelf For Plasma/LCD Floor Stand		$50	$65		
42" Monitor Cart with Skirt		$60	$75		
54" Monitor Cart with Skirt		$60	$75		

Company Name:	**Booth Number:**	**Sub Total:**

Event: _____

Dates: _____

Ph: 202-249-3700
Fax: 866-728-5938
wcc_exhibits@projection.com

Rates published are event prices for the duration of the event and qualify for the advance rate if ordered prior to 2 weeks before show start

Exhibit Information

Company Name:	On-site Contact:
Booth #:	On-site Contact Cell Phone #:
Delivery Date:	Ordered By:
Delivery Time: [ ] 8A-10A [ ] 10A-12P [ ] 1P-3P [ ] 3P-5P	E-Mail Address:

A representative of your company MUST BE PRESENT at the time of delivery for set-up instructions and delivery verification. Please note that equipment will not be left in an unattended booth.

Secondary Contact Name & Cell Phone #:	Secondary Email Address:

Special Order Instructions & Other Equipment

For any additional equipment needs and pricing, please call 202-249-3713

Totals

1) EQUIPMENT TOTAL:	1)_____
2) DELIVERY & DRAYAGE - 15% of line 1:	2) N/A
3) EQUIPMENT SET-UP & DISMANTLE - 30% of line 1 **($120.00 Minimum)**:	3)_____
4) ORDER SUB TOTAL:	4)_____
5) STATE SALES TAX - 6% of Line 1 (equipment only):	5)_____
6) TOTAL DUE:	6)_____

Payment Information

Company Name:	Credit Card Billing Address: City: State: Zip:
Authorization Signature:	☐ ☐ ☐ VISA ☐ Check (US Only) ☐ Wire Transfer
Printed Name:	Card Number: _____ Exp. Date: _____ / _____

Remit to:

Phone: 202-249-3700	Projection Presentation Technology 801 Mt Vernon Place NW Washington, DC 20001 Fax All Orders To: 866-728-5938 E-Mail: wcc_exhibits@projection.com

Projection Presentation Technology

Event: _____

Dates: _____

Ph: 202-249-3700
Fax: 866-728-5938
wcc_exhibits@projection.com

Rates published are event prices for the duration of the event and qualify for the advance rate if ordered prior to 2 weeks before show start

RENTAL AGREEMENT

All equipment rentals are based on Event Rates and apply to event days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION PRESENTATION TECHNOLOGY equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PROJECTION PRESENTATION TECHNOLOGY in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION PRESENTATION TECHNOLOGY of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR'S care, custody and/or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION PRESENTATION TECHNOLOGY in each instance.

Cancellation

Cancellation of equipment rental and services must be received **72 hours prior** to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

PLEASE NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date **of 2 weeks before show start** will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION PRESENTATION TECHNOLOGY except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION PRESENTATION TECHNOLOGY requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION PRESENTATION TECHNOLOGY requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION PRESENTATION TECHNOLOGY relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION PRESENTATION TECHNOLOGY for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION PRESENTATION TECHNOLOGY shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION PRESENTATION TECHNOLOGY reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION PRESENTATION TECHNOLOGY may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION PRESENTATION TECHNOLOGY shall be either applied to reduce the principal unpaid balance or refunded to the payer.

Agreement

I HAVE READ AND AGREED TO THE FOLLOWING TERMS AND CONDITIONS:

Signed: **Date:**

Company Name	Booth Number

ONE DAY EVENT

INTERNET – TELEPHONE SERVICE CONTRACT

Exhibitor Company Name:	Booth / Room #:
Billing Company Name:	Show Dates: 10 / 08 / 15 To 10 / 08 / 15
Billing Company Address:	Incentive Order Deadline: **09 / 17 / 15**
City, State / Country, Zip:	Phone Number: ( ) -
Contact:	Email:
Credit Card Number: ☐ AMX ☐ MC ☐ Visa	Expire Date(MM/YY): / Cell Number: ( ) -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=015

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms & Conditions:

Wireless services are NOT included on this form – contact the event venue for specific rates.

Premium High Speed Wired Internet No wired or wireless routers	Basic Wired Internet No wired or wireless routers
Shared Connection speeds up to 10Mbps	Shared Connection speeds up to 1.54Mbps
Recommended for: • Wired Cyber Cafe • Social Media Feeds • Multi Media Downloads	**Recommended for**: • Email • Surfing the Internet
Includes 1 Static Private IP Address	**Supports 1 device only**

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service w/ 1Private IP address		$465	$558	$670	
b. Additional Private IP address for Premium Service		$150	$185	$222	
c. Upgrade to Premium Internet Service w/ Public IP Address		$199	$299	$358	
d. Basic Internet Service		$332	$400	$480	
Contact the event venue directly for public IPs, additional IPs, higher bandwidth, or specific programming requirements.					
2. Internet Equipment & Labor					
a. Switch Rental – ☐ 8-port ☐ 24-port		$185	$225	$270	
b. Patch Cable (up to 50') – Cat5e		$50	$62	$74	
c. Labor / Floor Work – Fee Per Hour		$125	$125	$125	
3. Voice Services: PBX Service – Domestic LD Included					
a. Conference Phone Line w/ Instrument (Conference service not included)		$255	$292	$350	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
				SUBTOTAL	
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				**ESTIMATED 10% TAX / FEES**	
				GRAND TOTAL	

Effective January 1, 2015 – December 31, 2015	**Customer No: 2015 - 015 - 725 -**

Network Security Declaration

Center: Washington CC (015) - DC
Show: Hosted Payload and Smallsat Summit
Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2015 - 015 - 725 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: / / Security Updates Last Performed - Date: / /

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

_____ _____
Signature Date

_____ _____
Printed Name Title

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

SmartCity

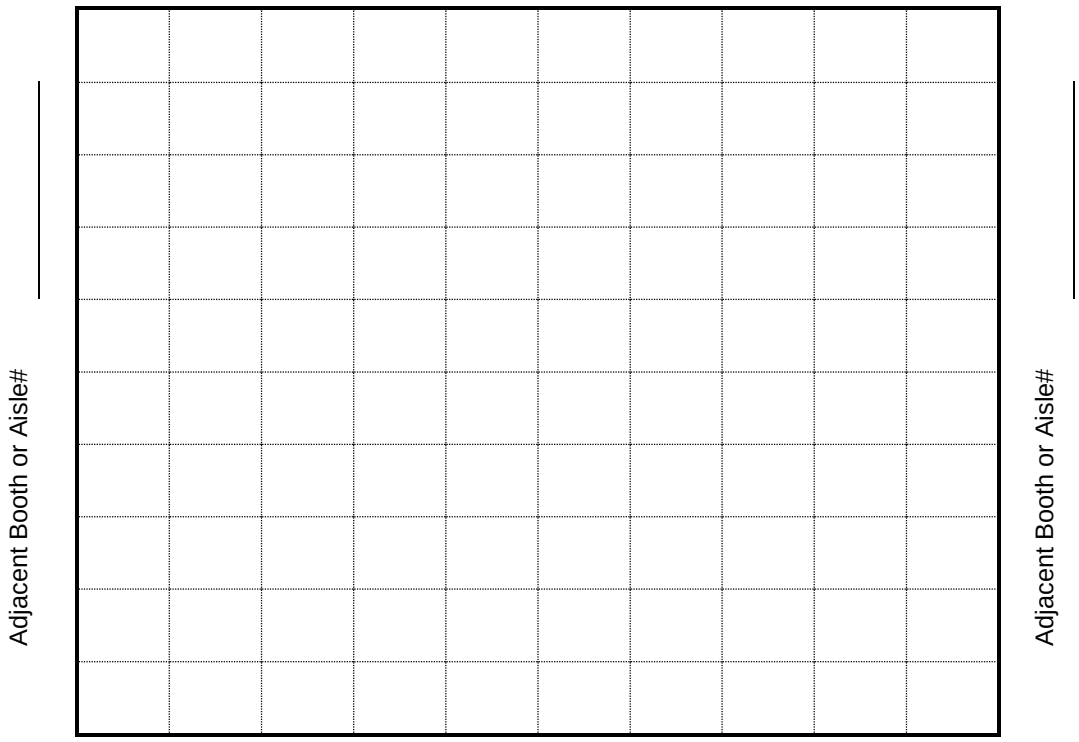
Floor Plan – Communications Cable

Center: Washington CC (015) - DC
Show: Hosted Payload and Smallsat Summit
Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2015 - 015 - 725 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____



Adjacent Booth or Aisle#

Adjacent Booth or Aisle#

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

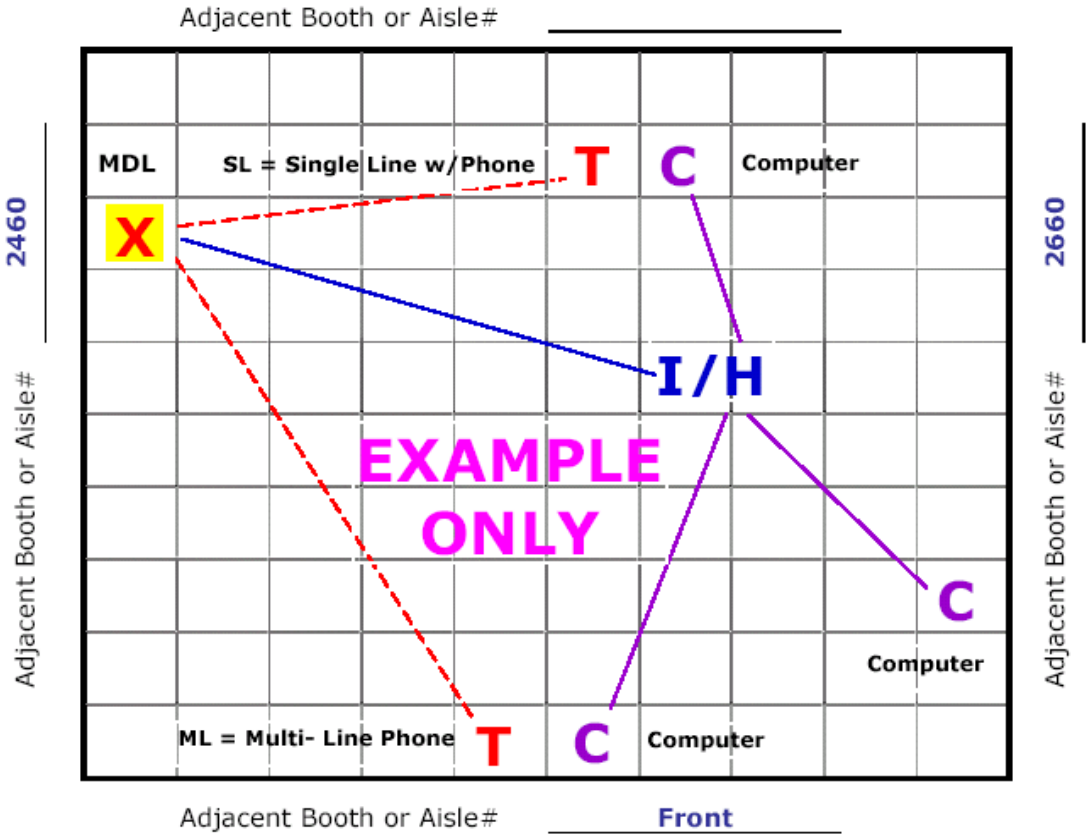
SmartCity

Floor Plan – Communications Cable

Center: Washington CC (015) - DC
Show: ABC Example Show
Company Name: ABC Example Company
Booth / Room #: 1 2 3 4
Customer / Ref #: 2015 - 015 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



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Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.

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CAPITAL BUSINESS CENTER
801 Mount Vernon Place, NW Washington, D.C. 20001
Phone: 202.289.5233 Fax: 202.289.0299 e-mail: info@capitalbusinesscenter.com

WALTER E. WASHINGTON CONVENTION CENTER

Receiving & Shipping

The Capital Business Center can receive and ship packages for your meetings or conferences held at the Walter E. Washington Convention Center. Please complete the information below and fax it to (202) 289-0299.

Name:_____ Date: _____

Company Name: _____

Address:_____
Street Suite/Apt. #

_____, _____
City State Zip

Phone Number: _____ Email Address_____

Credit Card Information

*Name on card:*_____

Type of card: □ Visa □Master Card □ American Express

Card Number:_____ Expiration date:_____

Security Code: (the three digit if Visa or Master card and four digit if American Express located on the back of the card)_____

Name of Show: _____

Date of Show:_____ Number of Boxes:_____

Carrier: □FedEx □UPS □DHL □USPS □Other:_____

Date of Shipment/Method: *(example: Sent out on 3/15/09 –ground)*_____

* Packages can be picked up at the Capital Business Center located in the main lobby of the Walter E. Washington Convention Center. If you want them delivered to a specific location in the Convention Center, there will be a **$10.00** delivery charge per box/package/booth.

Note: We do not deliver/pick-up in Halls A,B,C,D & E- Times of operations are 9am-5pm unless other arrangements have been made.

Handling Fees and Instructions

Receiving Fees for Walter E. Washington:

1-8 boxes	$25 per box
9 or more boxes	$20 per box

Receiving Fees for the Carnegie:

1-8 boxes	$40 per box
9 or more boxes	$35 per box

There is a $10.00 dollars a day storage fee per box after the third day

All boxes must be labeled as follows:

Capital Business Center
801 Mount Vernon Place, NW
Washington, DC 20001
c/o Name of on-site recipient
Organization name and event
On-site contact phone number

Shipping Out Fees:

- $30 Per box for small and medium boxes
- $40 Per box for Large Boxes and Booths
- $50 Per box for Extra Large
- $60 Per box for International

For any questions, please call: ***Director:*** ***Calvin Johnson (202)438-7272*** ***cjohnson@capitalbusinesscenter.com***
Rodney Keller (202)345-0770 ***rkeller@capitalbusinesscenter.com***

Disclaimer: The Capital Business Center and the Walter E. Washington Convention Center are not responsible for lost, theft or damaged packages after they are delivered to room/hall. *All incoming and outgoing shipments are to be paid to the Business Center by cash, credit/debit card and company checks; no personal checks are accepted.*

By initialing this form, you are responsible for payment: *Initial:* _____ *Date:* _____